

25 AUG 1975

OTR Staff Meeting
Thursday, 28 August 1975, 1400 Hours

AGENDA

1. Minutes of 7 August Meeting (Items 1 and 2a-g)

Old Business

2. Decisions of the OTR Management Conference held
25-27 June 1975 (continued)

h. OTR should consider organizing briefings for the purpose of visiting component staff meetings to educate our customers about OTR capabilities and limitations.

i. The instructional development person should conduct a survey on course validity.

j. OTR should develop a better EOD briefing for new OTR employees.

k. Personnel:

STATINTL

(1) OTR should make a deliberate effort to staff the principal positions at [REDACTED]

(2) OTR should attempt to convert 3-5 experienced DD/O officers to the MT service for service at [REDACTED] and in OTB/FTD. STATINTL

(3) OTR should absorb 5 CTs a year for the next several years as MT personnel retire.

1. A cost benefit study of JAP to be made at the end of CY 75.

New Business

3. Review of the Composition, Functions and Plans for the
OTR Curriculum Committee

4. Planning Cycle for the Remainder of FY 75 — *to 4-Sept. agenda.*

ADMINISTRATIVE - INTERNAL USE ONLY

25 AUG 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 7 August 1975, OTR Staff Meeting

1. The OTR Staff Meeting on 7 August 1975 began at 1400 hours and concluded at 1600 hours. The meeting was chaired by the Deputy Director of Training, [REDACTED] and followed the attached agenda.

STATINTL

2. The following conclusions were reached regarding the agenda items:

a. Agenda Item 1

It was agreed that the OTR Career Panel for employees at Headquarters through GS-9 should be reconstituted to consist of senior representatives of PRS, TSS, II, LLC and FTD, as well as two at large members, to be drawn from among the peers of those being evaluated. A notice should be prepared. Action: DDTR

b. Agenda Item 2a

It was concluded that a three-man task force should be constituted. Names mentioned for the task force were [REDACTED] representative. Since the group could not come up with a clear description of the mission of the task force it was decided to ask task force members to develop a realistic charter based on the discussions held in June at the [REDACTED]. The Deputy Director of Training will identify the task force members and give them the appropriate charge.

STATINTL

STATINTL

2b. Action was assigned to Curriculum Committee.

2c. Action was assigned to FTD/MATB.

2d. With regard to the second sentence, the Curriculum Committee should address the question of what additional courses can be moved to the [REDACTED], both OTR courses and component training courses.

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL

2e. Action to Plans and Resources Staff

[REDACTED]

2f. No further action on this item is required.

2g. The agenda item was amended to read "the new Deputy for Operations Training should assume responsibility for implementing and coordinating, etc." Action for this item should be the Deputy for Operations Training, in conjunction with [REDACTED] and FTD.

STATINTL

STATINTL

[REDACTED]

Chief, Plans and Resources Staff

ADMINISTRATIVE - INTERNAL USE ONLY